

IDOA Procurement Division

Streamlining Training Sessions

TRAINING RESERVATION REQUESTS

The Streamlining program offers delegation of purchasing authority from the Department of Administration to State agencies and their designated procurement agents. Training sessions offered are available not only to procurement agents, but also to those assisting with purchasing activities. If you wish to attend one or more of these sessions, you must register in advance. Please send requests for registration to:

Proc-Training@idoa.state.in.us

With your request, please include your name, agency/facility, email address, Business Unit number, and indicate if you are new to purchasing. The training staff will respond confirming your reservation. We look forward to seeing you!

The Streamlining Program		
Commodities, Printing, and Procurement Contracts		
The Streamlining session is designed for those who are new to State purchasing, but is also available to those who might benefit from a review of the information. Purchasing procedures and requirements based on policy and madates according to Indiana Code are discussed in detail.		
DATE	TIME	LOCATION
7/20	8:30 - 4:00	Conference Rm 20
8/30	8:30 - 4:00	Conference Rm 1
9/14	8:30 - 4:00	Conference Rm 1
10/17	8:30 - 4:00	Conference Rm 1
10/31	8:30 - 4:00	Conference Rm 1